

LEADERSHIP
RESOURCES
EFFECTIVE
RESULTS

PUT LEADING REFERENCE MODULES FROM WORLD-CLASS EXPERTS ON EVERY DESKTOP—24x7

HARVARD
ManageMentor
10

HARVARD MANAGEMENTOR 10 draws on substantial new research from acknowledged thought leaders to enhance your employees day-to-day activities. Updated with new concepts and rich media, *Harvard ManageMentor* includes proven concepts and tools, worksheets, and step-by-step guides that have been the enduring cornerstone of success for this premier online performance support and resource program.

PRACTICAL ADVICE, DOWNLOADABLE TOOLS, AND TIME-SAVING TIPS

Your employees will have access to dozens of modules addressing the full gamut of daily responsibilities—including presentation skills, running a meeting, leading teams, strategy development, career management and many others. Each module helps strengthen specific business skills that drive performance and results across the organization.

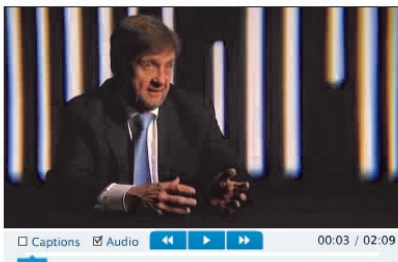
Budgeting	Feedback Essentials	Performance Management
Business Case Development	Finance Essentials	Persuading Others
Business Plan Development	Goal Setting	Presentation Skills
Career Management	Hiring	Process Improvement
Change Management	Innovation and Creativity	Project Management
Coaching	Innovation Implementation	Retaining Employees
Crisis Management	Laying Off Employees	Strategic Thinking
Customer Focus	Leading and Motivating	Strategy Execution
Decision Making	Managing Upward	Stress Management
Delegating	Marketing Essentials	Team Leadership
Developing Employees	Meeting Management	Team Management
Difficult Interactions	Negotiating	Time Management
Dismissing an Employee	New Manager Transitions	Virtual Teams
Diversity	Performance Appraisal	Writing Skills

Product Highlights

- 200+ interactive activities
- 84 Harvard articles included
- 125+ executive videos
- Module audio summaries
- 20 minute path
- Topic based print functions
- 200+ customizable tools
- Comprehension quizzes
- Facilitator tools included

Screenshots

Learn when to follow your instincts



Tools

Forms and worksheets to help you apply what you've learned

Sample business case

Worksheet for calculating the cost of replacing a specific employee

Worksheet for identifying alternatives

Worksheet for tracking project implementation

Checklist for creating a business case

Business case template

HARVARD
ManageMentor

Business Case Development

How do you decide on the best course of action for your company to take advantage of new opportunities? By building a business case.

FINE TUNE YOUR COMPANY PERFORMANCE.

HARVARD MANAGEMENTOR 10 is ideal for employees at all levels that face a variety of business challenges on a daily basis. Building and refining leadership skills on the job at every level will directly affect your organization's success.

LEARN

Outlines the key ideas of the topic and reinforces them with interactive activities. Short video clips of relevant compelling stories, told by leading global business executives, complement the lessons learned.

PRACTICE

Real-world scenarios and self-tests check the learner's understanding of the concepts. Managers can test and sharpen their new skills and receive instant feedback in a safe environment.

APPLY

Practical tools, steps, and tips for applying concepts on the job. Learners can download forms and worksheets that are ideal for ongoing use and customizable application.

EXPLORE FURTHER

Points to additional resources, such as articles and books, on the topic.

EXPERTS FOR THIS PROGRAM INCLUDE:

- o Marjorie Corman Aaron
- o Susan Alvey
- o Norman Augustine
- o Linda A. Cyr
- o Anne Donnellon
- o Deborah Dumaine
- o C. Davis Fogg
- o David A. Garvin
- o Edward Hallowell
- o James L. Heskett
- o Kathleen Jordan
- o Linda A. Hill
- o Philip Kotler
- o Chuck Kremer
- o Dorothy Leonard
- o Harry Mills
- o Stever Robbins
- ... and many more

Apply

The Apply section presents useful forms, concise steps, and practical advice that you can use on the job.

Steps

Systematic ways to accomplish important tasks



Tips

Suggestions to help you be successful in the workplace



Tools

Worksheets, checklists, and planning forms to enhance your performance



HARVARD MANAGEMENTOR 10 is quick and easy to deploy via your LMS or intranet. Our Implementation Services Team can help you develop an effective rollout strategy and can customize the product to meet specific organizational needs for even greater impact. Many more Harvard Business Publishing offerings are available to help you achieve your leadership and management development objectives. Please contact us for information on our comprehensive portfolio of strategic content, programs, and services.

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